

November 6, 2015

2015 NOV 12 AM 10:50

Michael Dupree  
Deputy General Counsel  
Louisiana Board of Ethics  
P.O. Box 4368  
Baton Rouge, LA 70821

RE: Matthew Valiere

Mr. Dupree, I writing to request an ethics opinion on the possible hiring of Matthew Valiere as the CEO of Capitol City Family Health Care Center (CCFHC) a Federally Qualified Health Center (FQHC) located in Baton Rouge, LA. Mr. Valiere currently serves as the Deputy Director of the Center for Community and Preventive Health inside of the Office of Public Health. CCFHC currently has a Women in Children service contract with DHH. That is currently our only contractual relationship. Mr. Valiere, is aware that we are requesting this opinion on his behalf. I look forward to hearing back from you on this matter. Thanks in advance.



Terrence Lockett  
Board President  
Capitol City Family Health Center

CHIEF OF COMPENSATION  
DEPARTMENT OF CIVIL SERVICE  
P.O. BOX 94111 - CAPITOL STATION  
BATON ROUGE, LA 70804-9111

## POSITION DESCRIPTION

ASSIGNED CONSULTANT /  
AGENCY

<b>HUMAN RESOURCES USE ONLY</b>		<input type="checkbox"/> AFFIRMED <input type="checkbox"/> JOB CORRECTION <input type="checkbox"/> NEW POSITION	<input type="checkbox"/> REALLOCATED Up Down Lateral <input type="checkbox"/> RETURNED W/O ACTION	MAJOR AGENCY CODE	LOG NUMBER - DSCS
OFFICIAL ALLOCATION				OFFICIAL JOB CODE	EFFECTIVE DATE
CONSULTANT	SUPERVISOR	CAREER PROGRESSION GROUP <input type="checkbox"/> YES <input type="checkbox"/> NO		MASTER JOB DESCRIPTION <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMENTS				<input type="checkbox"/> INCUMBENCY ALLOCATION <input type="checkbox"/> FROZEN REVIEW DATE: _____	

### 1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet.

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> NEW POSITION ESTABLISHED | <input checked="" type="checkbox"/> UPDATE        | <input type="checkbox"/> MASTER     |
| <input type="checkbox"/> AGENCY APPEAL            | <input type="checkbox"/> JOB CORRECTION           | <input type="checkbox"/> 5.3 APPEAL |
| <input type="checkbox"/> EMPLOYEE APPEAL          | <input type="checkbox"/> CAREER PROGRESSION GROUP |                                     |

PERSONNEL AREA CODE <b>326</b>	POSITION NUMBER <b>50417980</b>
CURRENT PAY LEVEL <b>AS-624</b>	CURRENT OFFICIAL JOB CODE <b>00169790</b>
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE

**Program Manager 4**

REQUESTED OFFICIAL JOB TITLE

### 2 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST, MIDDLE

**Valliere, Matthew T.**

Employee Qualifies For Job

☒ Yes ☐ No

AREA CODE - OFFICE TELEPHONE

**( 504 ) 568-8120**

DEPARTMENT - OFFICE - DIVISION / BUILDING - CITY - PARISH

**DHH/OPH/Center for Community and Preventive Health**

HUMAN RESOURCES CONTACT

**Tammy Brown**

DIRECT SUPERVISOR'S NAME

**Takeisha C. Davis, MD, MPH**

OFFICIAL TITLE OF SUPERVISOR

**Director, Center of Preventive and  
Community Health**

HUMAN RESOURCES TELEPHONE

**( 225 ) 342-8483**

### 3 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
<b>Darlene Smith</b>		<b>Program Manager 4</b>

### 4 SUPERVISORY ELEMENTS

**ORGANIZATIONAL CHART MUST BE ATTACHED.**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> DETERMINES WORK ASSIGNMENTS | <input checked="" type="checkbox"/> RECOMMENDS HIRING/PROMOTIONS | <input checked="" type="checkbox"/> TRAINS STAFF   |
| <input checked="" type="checkbox"/> REVIEWS AND APPROVES WORK   | <input checked="" type="checkbox"/> PREPARES & SIGNS PPR RATING  | <input checked="" type="checkbox"/> APPROVES LEAVE |

11

NUMBER OF  
DIRECT  
SUBORDINATES

### 5 ATTACHMENTS

Check to indicate attachments. Please review SF-3 instruction sheet for required attachments.

- |   |  |                                   |   |
|---|--|-----------------------------------|---|
| <input checked="" type="checkbox"/> Organizational Chart (required) | <input checked="" type="checkbox"/> Duties / Responsibilities (required) | <input type="checkbox"/> Comments | <input type="checkbox"/> MJD Position Numbers |
|---|--|-----------------------------------|---|

### 6 SIGNATURES

EMPLOYEE	DATE	<input checked="" type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Indicate Title)	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.

## DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

If duty(s) are short-term / temporary and nonrecurring, note beginning and ending dates and percent of time required to perform the duty(s). Begin the writing of your short-term duty statement(s) as follows: (SHORT-TERM – beginning and ending dates) – Example: (SHORT-TERM – 1/1/99 thru 1/31/99) I count.....

PERCENTAGES  
MUST  
TOTAL 100%

LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This Program Manager 4 serves as the Deputy Director for the Center of Preventive and Community Health (CPCH) and the position is assigned to the Office of Public Health (OPH). The Center provides public health service to the entire population of Louisiana by overseeing statewide programs including, but not limited to, the areas of HIV/AIDS, Tuberculosis, Genetics, Nutrition, Family Planning, Sexually Transmitted Diseases, Maternal and Child Health, Children's Special Health Services, Oral Health, Immunizations, Nursing Services, OPH Pharmacy, OPH Laboratory, Infectious Disease Epidemiology, and the Parish Health Units. The Parish Health Units and the services delivered within them are governed by regional offices located in the following cities: Region 1 – New Orleans, Region 2 – Baton Rouge, Region 3 – Thibodaux, Region 4 – Lafayette, Region 5 – Lake Charles, Region 6 – Alexandria, Region 7 – Shreveport, Region 8 – Monroe and Region 9 – Mandeville.

This position monitors and coordinates the administrative and programmatic activities of CPCH and is responsible for directing, supervising, and evaluating the following sections: Maternal and Child Health, Nutrition (WIC), Genetics, Family Planning, Children's Special Health Services, Tuberculosis, Oral Health, HIV/AIDS and Immunizations. Provides administrative and functional supervision to the Assistant Center Director (s) and receives administrative and functional supervision from the Director of CPCH.

The Deputy Director also assists the Director of the Center of Preventive and Community Health, the Assistant Secretary and the Chief of Staff in the formulation and interpretation of general policies and organizational structure as they relate to divisional sections, program areas, and the OPH regional offices; participates with other executive staff in assisting OPH administration in the major planning of policies, programs, and organizational structure of the statewide health programs.

Specific duties include:

30%

Coordinating and monitoring the central administration (i.e., personnel actions, equipment and resource procurement, budgeting, etc.) of all programs within the Center, which includes the following: directs the execution of programs, monitors and evaluates efficiency, quality, and compliance with state and federal regulations; takes corrective actions as necessary on a daily basis; serves as focal point and responsible authority for coordination of program delivery (to insure efficiency and prevent duplication of effort) between state and regional offices. Provides direct administrative and functional supervision to the program managers directing the following sections: Maternal and Child Health, Nutrition (WIC), Genetics, Family Planning, Children's Special Health Services, Tuberculosis, Oral Health, HIV/AIDS and Immunizations.

25%

Reviews and grants approval for programmatic operational plans, set priorities in programmatic matters, and assures program effectiveness through comprehensive, coordinated, and efficient planning and implementation. Prepares annual budgets in collaboration with section and program managers; assists the Center Director and the OPH Budget Director in the final determination of budget proposals and monitors expenditures for compliance with agency requirements. Develops, implements, and evaluates agency policies, procedures, and practices in order to ensure operating efficiencies.

20%

Keeps abreast of public health trends, problems, and issues nationwide via constant interface with public health professionals at the federal level, in other states, and within the state. Utilizes knowledge to analyze statistical data, to plan, to project, and to proactively address problems, which have potential or major impact on health

15%

Provides interface between program and section managers and Director of CPCH: directs program interface with the federal government, community, and other state agencies on a daily basis to assure compliance and cooperation. Negotiates and plans with federal funding sources regarding policy, program content, and fiscal support.

10%

Serves as the Director of CPCH in the Director's absence and represents the Director of CPCH as required at conferences, meetings, and hearings, before legislative committees and at other forums (local, state, and national); travels statewide to review program implementation and to assure integration and coordination of agency-wide goals; and performs other duties as assigned.

## Haley Williams

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**From:** Terrence Lockett <tlockett13@yahoo.com>  
**Sent:** Monday, November 09, 2015 2:06 PM  
**To:** Haley Williams  
**Subject:** Ethics Request  
**Attachments:** Scan0005.pdf; Program Manager 4 (Deputy Director) - 1.10.2013.docx

Haley,

I have attached a signed letter along with the job description of the applicant. Let me know if you need anything else. Thanks.

Terrence D.Lockett M.Ed CCC-SLP-L Orbis non sufficit